

ORGANIZATION:	City of Sherwood	DATE: February 2016
LOCATION:	Sherwood, Oregon	
DIVISION:	Administration	
DEPARTMENT:	Legal	
FLSA STATUS:	Exempt	
JOB TITLE:	Legal Assistant - Confidential – Pay Group B	

PURPOSE OF POSITION:

Under the direction of the City Attorney, provides paralegal, secretarial, and administrative support that contributes to the overall effectiveness and efficiency of the Legal Department. The Legal Assistant is classified as a confidential employee. The confidential designation is due to providing support during labor negotiations and access to confidential labor information.

ESSENTIAL JOB FUNCTIONS:

Prepares routine ordinances, resolutions, and staff reports for City Council. Coordinates preparation of special ordinances and staff reports (with respect to information gathering, review, and initial drafting) with City Attorney and City staff.

Provides legal secretarial assistance, such as: scheduling, calculating mandated timelines, drafting and preparing legal documents and correspondence including memorandums, letters, statistical information, and travel requests. May occasionally draft and prepare appellate, trial, and administrative hearing level pleadings, briefs, and affidavits related to civil or criminal cases. Prepares, reviews, and edits contracts.

Conducts paralegal research on a wide range of legal issues by utilizing a variety of legal resource books and databases.

Establishes and maintains files and records, including City Attorney Opinions.

Coordinates development and ongoing maintenance of the budget. Prepares department budget and support documents. Gathers information on costs of material, equipment, personnel, and fringe benefits. Prepares draft and final budget documents.

Processes purchase orders and requisitions for assuring proper approvals, coding, and records. Monitors budgets funds and tracks and analyzes expenditures throughout the year. Makes recommendations regarding budget changes.

Prepares initial drafts of reports and summaries of pending and closed litigation and tort claims for use by City Council, City Manager, and the City's auditor. Reviews and organizes all documents pertaining to tort claim cases and litigation files.

Responsible for service and filing of legal documents upon parties and courts.

Liaisons with individuals, defense attorneys, and court personnel regarding trials. Prepares municipal court cases for prosecution; notifies and cancels witnesses for trial; orders certified documents for trial; responds to discovery requests; and notifies witnesses of status of cases.

Occasionally coordinates the legal documentation and closing aspects of the land sale and acquisition process, including initial drafting of contracts, deeds, earnest money agreements, and options to purchase. Reviews property documentation, including research, to determine property ownership and condition of title. Reviews acquisition documents for accuracy, appropriateness, and completeness. Obtains necessary mortgage and lien releases and arranges for escrow closings.

Answers inquiries over the telephone and in person. Provides information on City and department policies, procedures, and city ordinances.

Maintains cooperative working relationships with City staff, other organizations, and the general public.

Follows all safety rules and procedures for work areas.

Performs other duties of a similar nature or level.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Skill in applying correct English, spelling, grammar, and punctuation when preparing, editing, and proofreading documents. Investigatory and problem solving techniques. Thorough knowledge of modern office methods and procedures, business letter writing, and forms. Working knowledge of rules and procedures governing civil and criminal courts, and public agencies. Working knowledge of bookkeeping and the ability to prepare and maintain financial records, and budget preparation. Advanced secretarial skills including legal terminology, document preparation, and methods for citation of laws and cases within legal documents. Advance knowledge of word processing, database, spreadsheet, and computer-aided legal research software. Type a minimum of 60 words per minute. Skill in operating standard office equipment. Communicate effectively with coworkers, management, elected officials, and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

DESIRABLE REQUIREMENTS: Municipal government knowledge or experience, and/or familiarity with labor and employment law, contracts, constitutional law, torts, land use, criminal prosecution, and real property law, are highly desirable.

SKILLS AND ABILITIES TO:

Apply standard office practices and procedures to improve efficiency and effectiveness. Establish effective working relationships with employees, attorneys, vendors, representatives of other governmental agencies, and the public. Occasionally deal with distraught or difficult individuals. Apply state and city ordinances and code. Organize projects and materials. Identify procedural problems. Research and draft accurate and complete documents. Maintain the confidentiality of sensitive materials and information. Carry out assignments with minimal direction and perform effectively under strict time constraints and other stressful circumstances. Establish and maintain filing systems. Provide excellent customer service. Comply with safety requirements of the position and actively promote safe work practices.

EDUCATION, TRAINING, AND EXPERIENCE:

High school diploma or G.E.D. and five years of progressively responsible work in a legal environment, preferably in municipal government, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Completion of a Legal Assistant or Paralegal program through an accredited college or business school, or a related associate or bachelor's degree, desirable.

LICENSING AND OTHER REQUIREMENTS:

May be required to possess a valid driver's license, and ability to meet the City's driving standards.

Notary commission from the State of Oregon, or ability to obtain, is required.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are

required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability, and the ability of the hiring department to accommodate the limitation.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the direct supervision of the City Attorney.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.